



Cancer Registry Operations

OFFICIAL RESPONSES TO VENDOR QUESTIONS RFP-2017-DPHS-03-CANCE

No.	Question	Answer
1	1. Regarding the 3:1 match, do we need to provide details of the source of contributions in our proposal?	1. Yes
2	1. Do tables & worksheets need to be at least size 10 font	1. Yes
3	1. Is there a minimum margin requirement?	1. No.
4	1. In 7.2.2.4, please could you define a "section"? <i>"The Bidder must address every section of Section 3 Statement of Work, even though certain sections may not be scored"</i> . For example, is the intent to submit individual responses to every clause such as 3.2.1, 3.2.2, 3.2.3, 3.2.4 etc, or just to cover this material in one narrative through answers to the Question at the end of each major section (eg Q1)?	1. A section contains like subsections, example 3.2 contains subsections 3.2.1, 3.2.2, 3.2.3 and 3.2.4. The response can be summarized for each section or detailed for each subsection, as long as all sections are clearly identified and addressed.
5	1. Please could you clarify the meaning of this in 3.11.5? "Provide Institutional Review Board for the DHHS Chronic Disease Prevention and Screening Section activities."	1. Provide IRB review for Section activities (e.g., cluster investigations.
6	1. Appendix C: Are we asked to sign off on Appendix C even if requesting an exception because we do not have any interaction with the public?	1. Yes.
7	1. What is "7.2.3.1 Cost Bid Requirements"? Does it refer to a specific document that must be submitted?	1. No, it refers to the cumulative documents required for the Cost Proposal submission, a copy of the Transmittal Cover Letter marked "Copy", 4 years of audited financial statements, the Budgets for each year (Appendix D) supporting Narratives, and the Personnel Sheet (Appendix E).
8	1. Previous RFPs have stated a 10% maximum Indirect Cost (IDC) rate; the inclusion of this statement avoids bidders at academic institutions charging their usual rate e.g. 34.5%. Does DHHS require a maximum IDC rate for this contract?	1. No, there is no maximum Indirect Cost rate. We ask that the IDC rate to be reasonable and methodology clearly stated. See subsection 4.6.5.
9	1. "The Bidder must address every section of Section 3 Statement of Work". Are there page limitations for any sections of the proposal?	2. No.



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10	1. Section 3.17. Compliance. Can this be waived? If no, how should bidders address this section?	1. No, this cannot be waived. Bidders should complete Part 2 of the Appendix C – CLAS requirements.
11	1. Section 3.16. How does DHHS define the following terms: subcontractor, consultant, and purchased service?	1. If subcontracting for any services outside of the bidder's corporation, all are considered subcontractors and require subcontract agreements
12	1. Section 3.5.4. The RFP includes both the inconsistent working in 3.5.3. and 3.5.4. of the activity relating to reporters' connectivity, but these are not consistent with each other. Please clarify the intent i. Within 30 days of the contract start date, provide connectivity for all reporting facilities to transmit data to the NHCSR. ii. Within 30 days of the contract start date, provide connectivity for all reporting facilities to the NHCSR database on secure server.	1. Subsection 3.5.4. is incorrect. An Addendum #3 was published 8/19/16 to correct this.
13	1. Section 3.5.11. Log of technical assistance. Does this refer to more major technical assistance given about IT, data transmissions issues, etc; or does it include a log of every telephone call or email with reporters who contact the registry for advice on coding issues, training, etc? The latter could be ~300-500/year.	1. Yes, this refers to major technical assistance.
14	1. Section 7.2.2.5. Description of Organization, vi, (current project commitments); and vii (major government and private sector clients): What level of detail is desired (e.g. 14 page spreadsheet vs 1 page summary).	1. A summary is requested.